Figure 63: Example of AutoOutline

Removing

To remove any cell groups of rows or columns, go to **Data > Group and Outline > Remove Outline** on the Menu bar and any groups are removed.

For any cell group of rows or columns that are hidden, the grouping is removed from the cells and the cells are displayed in the spreadsheet.

Filtering

A filter is a list of conditions that each entry has to meet to be displayed. Calc provides three types of filters:

- **Standard** – specifies the logical conditions to filter the data.
- **AutoFilter** – filters data according to a specific value or string. Automatically filters the selected cell range and creates one-row list boxes where you can choose the items that you want to display.
- **Advanced** – uses filter criteria from specified cells.

Applying a standard filter

A standard filter is more complex than the AutoFilter. You can set as many as eight conditions as a filter, combining them with the operators AND or OR. Standard filters are mostly useful for numbers, although a few of the conditional operators can also be used for text.

1) Select a cell range in the spreadsheet.
2) Go to **Data > More Filters > Standard Filter** on the Menu bar to open the Standard Filter dialog (Figure 64).
3) Specify the filter criteria and filtering options that you want to use.
4) Click **OK** to carry out standard filtering and close the dialog. Any records that match the filter criteria and options that you specified are shown.